

## Begbroke Village Hall Risk Assessment

<b>Date: March 2025</b>	<b>Ref. No:</b>	<b>Review Date: March 26</b>	<b>Assessor:</b> Mike Hopcraft / Les Allen <b>Ownership:</b> Begbroke Village Hall Management Committee	<b>Assessors Signature:</b> <b>Owner Signature: -</b>	
<b>Location and Description of Task, Activity, Equipment, Environment to be assessed.</b>  <p>This risk assessment relates to the buildings, grounds and equipment under the control of the Begbroke Village Hall Management Committee (BVHMC). It does not cover. maintenance operations, the activities of user groups of the BVHMC, hirers or the use of equipment specifically installed by the user groups or hirers. Contractors are responsible for providing their own risk assessments and informing the BVHMC of any risks associated with their undertakings.</p> <p>This risk assessment must be circulated to all members of the BVHMC and any volunteers acting on their behalf. It must also be made available to hirers, contractors and any others who might access the premises and grounds.</p>				Persons Exposed: (employee, public, contractor (other)	General public, contractors, hirers, young persons, persons with impairment, members of BVHMC and volunteers.

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### Hazard Identification and Initial and Risk Assessment

Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for tasks, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

### Additional Risk Control Measures

Identify any hazard which has a risk rating greater than six (6). If no hazards are rated greater than six (6) then the risk assessment is complete. If there are hazards with a risk rating of greater than six (6) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the additional controls.

Ref	What are the hazards?	Who might be harmed and how?	Existing Risk Control Measures	Level of Risk			Additional control measures	Revised risk level			Action by who, when
				Probability	Severity	Risk Score		Probability	Severity	Risk Score	
1	Fire	All building users Burns Smoke inhalation	Fire risk assessment is in place & reviewed regularly. Actions brought forward to the committee. Fire extinguishers in place and regularly checked and recorded.	3	4	12	Requirements of Fire Risk Assessment - Fire detection system to provide early warning. Ramps to specified main hall and lounge fire doors. Electric scooters (except mobility scooters) & bikes are not permitted in buildings or parked near fire exits.	3	2	6	BVHMC July 25
2	Electricity	All building users Electrocution Burns & flash injuries	Fixed electrical system regularly tested - <b>next test due 2027</b> – PAT test all plug in devices annually. All Testing to be done by qualified persons. Hirers to ensure that any of their electrical equipment is fit for purpose.	3	3	9	<b>PAT Test Overdue expired August 24</b>	3	2	6	BVHMC 2027 <b>BVHMC April 25</b>

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3	<b>Legionella</b>	All users Respiratory disease	Risk assessment carried out. <b>Certificate expires August 25</b> Regular testing by trained persons. Results recorded.	3	3	9	Sample testing. Training of responsible person. Thermostatic Mixing Valve serviced/maintained Record log to be kept somewhere more accessible	3	2	6	BVHMC Aug 25
4	<b>Asbestos</b>	All users Respiratory disease	Asbestos Survey complete. Asbestos areas to be identified and regular checks to ensure structurally sound and safe. Information to be made available for any person working on building fabric or service installation.	3	3	9	<b>Re examination overdue expired June 24.</b>  Look at removing asbestos by professionals when renovations take place.	2	3	6	BVHMC May 25
5	<b>Chemicals</b>	BVHMC Volunteers  Chemical burns Allergic reactions	Chemicals to be kept securely in locked cleaners' cupboard and out of reach of younger hands.	2	3	6					

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6	Lone working	BVHMC Volunteers  Isolated medical episode Unconscious slip/fall	Make sure families / other executive members aware before coming in to work routine and expected ETA. Call back check-ups. Carry mobile phone. BVHMC to check for cars parked at abnormal times when passing and check if necessary.	2	3	6					
7	Flammable materials	BVHMC Volunteers  Burns Inhalation	Flammable fluid/ Materials to be stored properly and safely with minimum amounts in storage. Fuel to be only kept in Fuel grade containers. Store away from main building where possible. Warning labels shown on internal doors, on containers and exterior of buildings used for storage.	3	2	6					
8	Uneven / slippery surfaces	All Users  Slips, trips, falls. Sprains and broken bones etc.	Surfaces to be maintained in good condition. Kept free of ice and algae. Spillages to be cleaned up immediately.	3	3	9	Prominent warning signs to be displayed. Regular treatment of mossy paths. Look at leveling uneven areas. Regular inspection of paths and playing field.	2	2	4	BVHMC May25
9	Hot liquids and surfaces	All Users  Scalds and Burns	Equipment to be maintained in good working order. Kettles and urn to be checked for leaks Competent users	3	2	6					
10	Nip and trap points	All Users - especially young persons	Door hinge guards to be fitted to all doors.	3	4	12	Fit hinge guards to doors to prevent finger trap condition	3	2	6	BVHMC May 25

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		Crush injuries to fingers and other limbs.					Magnet door holds for fire doors with new Fire detection system				BVHMC July25
11	<b>Manual Handling</b>	BVHMC Volunteers  Sprains Muscular / skeletal damage	Competent Persons. Use Handling Aids Accident forms to be available, with a GDPR compliant notification reporting system.	2	2	4					
12	<b>Equipment failure</b>	All Users  Various Injuries	Regular inspection of equipment available to hire or just in building. Findings recorded and reported to BVHMC.	3	2	6					
13	<b>Falling objects</b>	All Users  Impact injury	Proper storage facilities. Rooms to be checked regularly for high items security. Rectify if can and able, mark position. Findings recorded and reported to BVHMC.	3	2	6					
14	<b>Sharps and broken objects</b>	All Users  Puncture wounds Infections	Sharps and broken objects to be reported/removed where possible. Findings recorded and reported to BVHMC.	3	2	6					
15	<b>Cuts and splinters</b>	All Users  Minor lacerations and wounds	Regular inspections. Letter box posting system/ use existing/ Mike to check weekly Findings recorded and reported to BVHMC.	3	2	6					
16	<b>Environmental conditions</b>	BVHMC Volunteers  Hypothermia / Hyperthermia	Wear correct clothing for the weather conditions. Sunscreen / skin protection Avoid extreme conditions.	2	3	6					

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17	<b>Intruders / unauthorized persons</b>	BVHMC Volunteers  Physical/Verbal Abuse Violence assault	Locks and latches checked/serviced regularly and logged. Safe working procedure- lock doors when lone working in building. Ensure all windows and doors are securely closed when leaving the building. The building to be always left as safe as possible.	3	3	9	CCTV to be looked into  Regular security checks to be carried out regularly, issues to be addressed / managed.  Note to all Hirers explaining their role in securing the building to be put into Hirers T&C.	3	2	6	BVHMC  May25
18	<b>Infection (non-pandemic)</b>	BVHMC Volunteers  Exposure to zoonoses, Weil's disease, Tetanus etc.	Washing hands. Use PPE (care for / advise of allergies – e.g. Latex). Regular cleaning of high contact points. Use of anti-bacterial sprays to be used. Cleaning records to be kept and logged, any infections to be reported.	3	2	6					

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19	<b>Infection (Pandemic)</b>	All Users  Serious infection	Follow Government guidelines and advice. Regular checks of NEWS for pandemic outbreaks. Close the building if necessary.	2	5	10	Cleaning and hirers logs kept within GDPR for grouping infections.				
20	<b>Safeguarding &amp; Child protection issues</b>	Young Persons BVHMC Volunteers  Child abuse accusation	Safeguard officer appointed. (Further training to be undertaken if necessary).  Safeguarding log to be kept and records kept. All within GDPR regulations.	3	2	6	Management to investigate training opportunities for remaining committee members.				
21	<b>GDPR</b>	BVHMC Volunteers  Loss of personal and general data Risk of prosecution	Management to create a GDPR policy  committee members to undergo training	2	4	8	Training for BVHMC,  Records of training to be kept.	2	3	6	BVHMC May 25

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Severity						
P r o b a b i l i t y		Minor injury 1	First aid injury 2	7-day injury 3	Major injury 4	Fatality 5
	Certain 5	5	10	15	20	25
	Likely 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5
Level of risk		Action and timescale				
High		You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.				
Medium		You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.				
Low		Monitoring is necessary to make sure that current controls remain effective and to ensure that any changes are identified and appropriate action taken.				

**Scores are to be in whole numbers only**



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**Add any other information or comments that are relevant to the risk assessment.**

Maintenance and repair contractors must submit their own risk assessment before working in the Begbroke village hall premises or grounds.

Only competent contractors to be appointed for maintenance and repair works.

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